

**Hope College TRiO Upward Bound  
Academic Year Tutor Contract and Job Description**

**The primary role of each Upward Bound tutor and teacher is to meet the academic needs of individual students while helping them to meet the program objectives. Following is a list of the guidelines required of each tutor. Your initials after each of the following, demonstrates that you agree to meet these.**

1. I will tutor student(s) as scheduled with the exception of vacation periods. \_\_\_\_\_
2. I will initiate a detailed review of the student's academic schedule in an effort to help the student(s) identify and complete homework in addition to other tasks needed to master class material and prepare for future assignments and tests. (please keep in mind UB's definition of homework). \_\_\_\_\_
3. I will arrive on time and attend weekly staff meetings. \_\_\_\_\_
4. I will facilitate each tutoring session the full scheduled time period. \_\_\_\_\_
5. I will arrive to tutoring session(s) on time and as scheduled. \_\_\_\_\_
6. I will assist students having homework in my area of academic expertise and provide a transfer pass for them to work with another tutor for assistance in areas I do not have expertise. \_\_\_\_\_
7. I will assist students not regularly assigned to me if I am not immediately needed to assist students assigned to me. \_\_\_\_\_
8. I will assist student(s) to increase comprehension and retention of class material by helping them to develop study techniques, organizational and time management skills and by requiring them to bring class material (notes, handouts, graded tests, flash cards, etc.) to tutoring sessions. \_\_\_\_\_
9. I will make each tutoring session an active one. An "active" tutoring session includes, but is not limited to: questions asked, diagrams drawn, flash cards created, outlines developed and pair reading encouraged of students. \_\_\_\_\_
10. I will not work on my own homework or other personal tasks during the time I am assigned to work with Upward Bound students. \_\_\_\_\_

- 11. I will assist students to increase comprehension and retention of class material by helping them to learn and implement new study and time management strategies. \_\_\_\_\_
- 12. I will complete Tutor Weekly Reports for each session and for each student I work with in a thorough and timely manner. Tutor Weekly Reports are due to Andrea on or before noon (12 p.m.) on Friday each week and must include: constructive suggestions to help the student improve his/her academic progress, and points to reflect the student's use of UB time. \_\_\_\_\_
- 13. I will complete semester evaluations for each student. **Fall Midterm, Fall Final, Spring Midterm, Spring Final** These must be completed in a thorough and timely manner. \_\_\_\_\_
- 14. I understand that failure to conform to required record keeping could result in termination of my employment. \_\_\_\_\_
- 15. I will call the UB Office or send an email to Andrea no later than 12:00 noon of the scheduled tutoring day if I will be absent and or tardy. Re-scheduling students is time consuming and as much notice as possible is needed to meet the students' needs. \_\_\_\_\_
- 16. I will be paid in accordance with the work-study pay scale established by the Hope College Financial Aid Office. \_\_\_\_\_
- 17. At the end of each semester, I will complete an evaluation of the tutorial component of the Upward Bound Program. \_\_\_\_\_
- 18. I will maintain professionalism and confidentiality in my work responsibilities as an Upward Bound Tutor. \_\_\_\_\_
- 19. My attire will meet the Upward Bound dress code as listed on page \*\*\* of the Upward Bound Student Handbook. \_\_\_\_\_
- 20. As an Upward Bound Tutor, I will be directly responsible to the Academic Coordinator and will report any problems, suggestions or criticism to her/him. \_\_\_\_\_

\_\_\_\_\_  
Signature of UB Staff Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness